

CITY OF MADERA
AIRPORT MAINTENANCE WORKER I

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>
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DEFINITION:

Under general supervision, performs routine and less complex, semi-skilled tasks and duties assigned to classes in the Airport Maintenance Worker series including maintenance and repair of airport buildings, equipment, facilities, runways, taxiways and grounds; learns policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Airport Maintenance Worker I** is the entry level class responsible for a wide variety of maintenance and repair tasks. This classification is distinguished from the next higher classification of Airport Maintenance Worker II by the performance of less complex, semi-skilled tasks.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Airport Operations Manager. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of airport maintenance and repair tasks related to buildings, equipment, facilities, runways, taxiways and grounds; serves in a lead capacity in the field supervision and training of temporary and part-time personnel; trains, schedules and supervises assigned personnel in various aspects of airport maintenance and repair.
- Maintains runways, taxiways and parking ramps; maintains runway lights, wind indicator lights, VASI lights and rotating beacon; maintains clear zones and turf areas; maintains airport buildings and landscaping; installs sprinkler systems.
- Performs basic carpentry, roof, painting, plumbing, and electrical repairs; operates airport tractors, mowers, power and hand tools; and conducts preventive maintenance on airport tractors, mowers, power and hand tools.
- Designs, coordinates and performs a variety of projects such as landscaping, cement work and fencing, including layout, cost estimates, purchasing of materials and completion of the project.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

- Establishes positive working relationships with airport visitors, representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants and may be exposed to electrical and mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles and equipment.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Airport Maintenance Worker I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in airport maintenance and repair or related work, and a high school diploma or equivalent

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Basic knowledge of the practices, techniques and materials used in airport building and facilities maintenance, construction, mechanics, and repair; practice and procedure used in airport security and emergency situations; practices and procedures of landscape design, installation and maintenance; applicable federal, state and local laws, codes and regulations pertaining to general aviation airport operations and safety; operational characteristics of standard maintenance tools and equipment; basic principles of mathematics and record keeping; occupational hazards and standard safety procedures.

Ability to:

Perform a variety of airport facility, grounds and equipment repair; inspect buildings, grounds and equipment for needed repairs; estimate time and materials for completion of projects; perform heavy manual labor; conduct maintenance activities in a manner compatible with pilot's use of the airport; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate and repair a variety of maintenance equipment, tools and materials.